

BUSINESS OFFICE TECHNOLOGY (ADMINISTRATIVE ASSISTANT) - ASSOCIATE OF BUSINESS OFFICE TECHNOLOGY

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See the General Education (<http://catalogs.nmsu.edu/carlsbad/essential-information-students/general-education-courses/>) section of the catalog for a full list of courses.

A Suggested Plan of Study

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

First Year		
Fall		Credits
BUSA 1110	Intro to Business	3
OATS 102	Keyboarding: Document Formatting	3
OATS 106	Business Mathematics	3
GEN Ed Course – One course from Areas I-VI ^{1,2}		3
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Credits		15
Spring		
ACCT 200	A Survey of Accounting	3
OATS 110	Records Management	3
GEN Ed Course – One course from Areas I-VI ^{1,2}		3-4
OECS 211	Word Processing Applications	3
OECS 215	Spreadsheet Applications	3
Credits		15-16
Second Year		
Fall		
OATS 105	Business English	3
GEN Ed Course – One course from Areas I-VI ^{1,2}		3-4
OATS 239	Personal Development	3
or BMGT 201	or Work Readiness and Preparation	
General Education Elective - Any "G" course ²		3-4
OECS 280	Desktop Publishing I	3
or FDMA 1120	or Desktop Publishing	
Credits		15-17
Spring		
BLAW 2110	Business Law I	3
OATS 270	Office Administration Technology Capstone	3
OATS 202	Keyboarding Document Production	3
OATS 191	Taking Minutes & Proofreading	3
OECS 220	Database Application and Design	3
Credits		15
Total Credits		60-63

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Each course selected must be from a different area and students cannot take multiple courses in the same area.